

MEMORANDUM

From: Terry Fornash, Human Resources Coordinator

Date: August 21, 2015

Re: Staff Accountant Position

This is a full time position with a starting salary range \$40,000 - \$45,000 includes full benefits. This position is a Staff Accountant Position with an emphasis on reconciliations and journal entries. Please complete the application available on the City website <http://newportky.gov/City-Government/Human-Resources.aspx> Contact person is Ms. Terry Fornash, 859.655.6349. Deadline date is September 11, 2015.

FINANCE & ADMINISTRATION DEPARTMENT STAFF ACCOUNTANT

GENERAL PURPOSE OF THE JOB:

To support the CFO and Finance Officer in carrying out the responsibilities of the Finance Department and to relieve the CFO and Finance Officer of certain responsibilities that will allow them to spend a greater portion of their time on financial statement preparation and analysis, budget and variance issues, forecasting, audit and general accounting compliance issues, and contracted outside accounting.

ESSENTIAL FUNCTIONS:

- Reviews cash logs daily, tracking discrepancies between bank transactions and recorded transactions;
- Reconciles all bank accounts to the general ledger, prepares and records related necessary journal entries;
- Assists with the monthly processing and reconciliation of all fund's general ledgers; prepares various monthly journal entries as necessary for proper balancing of accounts;
- Maintains the fixed asset workbook and system and associated depreciation schedules, provide monthly or quarterly detail to the Finance Officer for general journal entries; ensure proper recording of new purchases and disposals;
- Provides support with financial preparation of monthly, quarterly and annual statements (IE: balance sheet, statement of revenues and expenditures, Comprehensive Annual Financial Report, Uniform Financial Information Report) and/or various detailed reports for local, state and federal agencies;
- Helps with property tax billing and receivable processes, including payment agreements and delinquencies;
- Manages employee credit card applications and charges;
- Will audit expenditure requisitions and vendor invoices and recommend budget amendments as required;
- Appears for work on time dressed in a work appropriate attire and completes assigned tasks within a reasonable or specified period of time;
- Works in a safe manner, observing all safety rules and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Back up and assistant to the Accounts Payable process;
- Perform such other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the CFO or Finance Officer.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a standard high school, or equivalent;
- Bachelor's degree in finance or accounting preferred;
- One year experience in municipal government.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to establish and maintain effective working relationship with other employees and the general public;
- Must be a perfectionist by nature, with no tolerance for financial sloppiness.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets.
- Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.
- Must have very good verbal skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- A minimum of 2 years' experience in accounting is required.

NECESSARY SPECIAL REQUIREMENTS:

- Must be bondable.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning, and interpretation;
- Ability to operate modern office equipment typically using hands and fingers;
- Ability to lift up to 50 pounds as required;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping.